

JAN 1968

BASIS FOR COMPUTING TANGIBLE SAVINGS FROM RECORDS ADMINISTRATION

Records Disposition

I. Records Disposition - Offices

1. Cubic of Records Destroyed in Agency Offices _____
2. Cubic of Records Transferred to Records Center _____
3. Cubic Feet Eliminated from Office _____
(Item 1 plus Item 2)
4. Savings (Item 3 x \$59.15) \$ _____

II. Records Disposition - Archives and Records Center

1. Cubic Feet of Records Destroyed _____
2. Cubic Feet of Records Transferred (Permanently) _____
3. Cubic Feet Eliminated from Archives & Records Center _____
(Item 1 plus Item 2)
4. Savings (Item 3 x \$1.78) \$ _____